

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 35-00.A

Subject:

DATE: 12/12/85

Sunset Review:

DISTRIBUTION OF SALARY CHECKS, U.S.
SAVINGS BONDS AND EARNING STATEMENTS

1. PURPOSE. This directive promulgates Center policy and procedures concerning the distribution of salary checks, U.S. Savings Bonds, and Earnings Statements.
2. SCOPE. All employees paid directly by the Center are subject to the policy and procedures contained in this directive.
3. CANCELLATION. FLETC Directive No. 35-00.A, Distribution of Salary Checks, dated February 6, 1980.
4. REFERENCE. Treasury Directive No. 35-03.F, Distribution of Paychecks and U.S. Savings Bonds, dated August 27, 1985.
5. POLICY. In keeping with the policy of the Department of the Treasury:
 - a. Each employee shall elect to receive his/her net pay in the form of:
 - (1) A check of electronic fund transfer payment drawn in favor of a bank, savings and loan association, or credit union, for credit to the employee's account; or
 - (2) A check drawn in the employee's name and mailed to a home, post office box, or other address. The address identified for the receipt of paychecks must be the address used for mailing all other payroll and personnel documents and notices, e.g., IRS Form W-2 "Wage and Tax Statement." Such address may not be the employee's work address.
 - b. U.S. Savings Bonds will be mailed to the address supplied by the purchaser, which is included on the inscription on the front of the bond. In cases in which bonds are purchased in the name of another individual, such as a child or spouse, the bond inscription may include not only the name of the owner (for whom they are purchased) , but also the name and address of the person to whom the bond is to be delivered.

c. Failure to elect one of the options will result in paychecks begin mailed to the current address in the employee's personnel file. Of the two options available, the electronic funds transfer (EFT) is the more reliable method. Because U.S. Savings Bonds will only be mailed to the address inscribed on the face of the bond, employees must be careful to verify that the address is current. Failure to indicate an address for the bond will result in its being sent to the employee's address in the employee's personnel folder.

d. Earnings Statements will be distributed to employees at the Center through the internal mail system. Employees in the Washington and Marana offices will receive their Earnings Statements through the U.S. Postal Service.

6. PROCEDURES.

a. Employees will indicate disposition of their salary checks and U.S. Savings Bonds by completing Attachments 1 and 2. These must be submitted to the Payroll Office in Financial Operations Division by December 20, 1985, in order to ensure implementation by the effective date.

b. Earnings Statements will be distributed by the Payroll Office through the Center's internal mail system to the Time and Attendance Clerks who will then distribute them to the employees. The statements will be enclosed appropriately in order to ensure privacy.

7. EFFECTIVE DATE. The provisions of this Directive are effective with the paychecks delivered January 13, 1986.

8. OFFICE OF PRIMARY INTEREST. Financial Operations Division, Office Administration.

Charles F. Rinkevich
Director

Attachments (2)
(SFs 1199A & 1192 are available from the Personnel Division)